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THE CIVIL SERVICE

IN THE

DEPARTMENT OF AGRICULTURE.

On March 4, 1893, the total number of persons in the U. S. Department of Agriculture was..... 2,497

In the classified service there were 698
Of whom there were—

Excepted from competitive examination	80
Subject to noncompetitive examination.....	12
	92

Leaving subject to competitive examination 606

On November 1, 1895, the total number of employees was..... 2,019
Of whom there were—

In the classified service	1,489
Excepted from competitive examination	4

Leaving subject to competitive examination 1,485

This shows an increase between March 4, 1893, and November 1, 1895, of 879 persons subject to competitive examination.

One of the first acts of the present Secretary was to have the position of the Appointment Clerk of the Department, who had served under the last administration, put under civil service rule and subject to competitive examination. Other places were brought in rapidly until now the classified service includes all officers, clerks, and employees of the Department, including the Chief of the Bureau of Animal Industry, chiefs of divisions, superintendents, chiefs of offices, State statistical agents, experts; all superintendents of quarantine stations, inspectors, assistant inspectors, veterinary inspectors, microscopists, assistant microscopists, meat taggers, stock examiners, and live stock agents in the Bureau of Animal Industry; all professors, forecast officials, local forecasters, observers, and all other officers and clerks in the Weather Bureau; all compositors, pressmen, folders, engineers, assistant engineers, messengers, assistant messengers, and watchmen. None of the messenger or watchmen class can be promoted to clerical positions without passing the examination therefor as in the case of other applicants. The only persons not in the classified civil service in the Department of Agriculture at present are the Secretary, Assistant Secretary, and the Chief of the Weather Bureau, who are appointed by the President. The Chief Clerk of the Department and the private secretaries to the Secretary, Assistant Secretary, and the Chief Clerk are the only persons excepted from examination by the civil service rules.

The remaining 530 persons on the rolls of the Department on November 1, 1895, were laborers, workmen, and charwomen. Every person ranking as a skilled workman, even, is now included in the civil service.

There are some 30 bureaus, divisions, offices, laboratories, and other subordinate organizations in the Department of Agriculture. Of scientific divisions, three have been established during Secretary Morton's administration and seven vacancies have occurred by death and resignation among the chiefs of these divisions. How were these important positions filled? Notwithstanding the fact that none of these positions were at that time included in the classified service, those in the new divisions were filled by appointing gentlemen who had been special agents of the Department under previous administrations; five of the other vacancies were filled by promoting men in the same divisions, and only two of them were appointed from the outside during this administration.

Two appointments have been made by the President in the Department of Agriculture besides the Secretary. The gentleman appointed Assistant Secretary was a graduate in agricultural chemistry of a German university, had been ten years director of agricultural experiment stations in this country, and eight years a president of a State university. He was not a candidate for the position and there was not a testimonial or letter in Washington indorsing him when his name was forwarded to the Senate. The office of Chief of the Weather Bureau was filled by the promotion of a professor in the Weather Bureau, who, after twenty years' service, had attained to that position through a competitive examination followed by a practical test of skill in forecasting the weather, held under the auspices of a board consisting of Professor Mendenhall, Professor Harrington, Major H. H. C. Dunwoody, U. S. A., and the Assistant Secretary.

The Secretary has now asked Congress to establish the office of "Director-in-Chief" of scientific bureaus and investigations in the Department of Agriculture, to be filled by the President with a broadly educated, scientific, and experienced man. This office is the keystone needed to complete the perfect arch of civil service in the Department of Agriculture.

February 29, 1896.

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United States Department of Agriculture,

OFFICE OF THE SECRETARY.

WASHINGTON, D. C., *December 1, 1896.*

The following Regulations, having been duly promulgated by the honorable the U. S. Civil Service Commission and approved by the Secretary of Agriculture, will hereafter govern promotions, demotions, and continuance in office of employees in this Department, and they are accordingly published for the information of all concerned. -

J. STERLING MORTON,
Secretary.

REGULATIONS GOVERNING PROMOTIONS, ETC., IN THE DEPARTMENT OF AGRICULTURE.

OFFICE OF U. S. CIVIL SERVICE COMMISSION,
WASHINGTON, D. C., *December 1, 1896.*

In pursuance of the requirements of section 7 of "an act to regulate and improve the civil service of the United States," approved January 16, 1883, and in conformity with Rule XI of the revision of the Civil Service Rules promulgated by the President on the sixth day of May, 1896, the following regulations governing promotions in the Departmental Service of the Department of Agriculture have been formulated by the Civil Service Commission after consultation with the Secretary of Agriculture, and are hereby promulgated:

REGULATION I.

SECTION 1. All vacancies above those in the lowest class of any grade not filled by reinstatement, transfer, or reduction shall be filled by promotion; *Provided*, That if there is no person eligible for promotion, or if the vacant position requires the exercise of technical or professional knowledge, it may be filled through certification by the Civil Service Commission.

SEC. 2. Except as provided in section 1 of this Regulation, a vacancy in any class shall be filled by the promotion of an eligible in the next lower class of the same bureau, division, or office. When such vacancy exists, the Board of Promotion Review shall certify to the Secretary of Agriculture the names of the three eligibles in the bureau, division, or office having the highest records of efficiency, and from these names the Secretary of Agriculture shall make his selection: *Provided*, That if there shall be in the bureau less than three eligibles in the class next below that in which the vacancy exists, the Board of Promotion Review shall certify as many in addition of the highest eligibles in the corresponding class of the other bureaus as may be necessary to make a full certification.

REGULATION II.

SECTION 1. No person shall be promoted to any grade from which he is barred by the age limitations prescribed by the Civil Service Rules.

SEC. 2. No person whose record of efficiency is below 85 per cent of the possible maximum rating of his class or grade shall be eligible for promotion.

SEC. 3. No person occupying a position below the grade of clerk-copyist shall be promoted to that grade until he shall have been employed two years in the Departmental Service and shall have passed, with an average percentage of 70 or over, the examination prescribed by the Commission.

REGULATION III.

SECTION 1. The Chief Clerk of each bureau, under the direction of the head thereof, shall keep a record of the efficiency of all employees under his supervision, and a similar record of employees not assigned to any bureau shall be kept by the Chief Clerk of the Department.

SEC. 2. The record of efficiency shall be kept on such forms as may be prescribed by the Commission after consultation with the Secretary of Agriculture, and shall embrace the elements which are essential to a fair and accurate determination of the relative merits of employees.

SEC. 3. A record of those eligible for promotion shall be kept by the Board of Promotion Review. The board shall have access to efficiency records, and may at any time call for a transcript of the same.

SEC. 4. The efficiency reports, made by the chiefs of the several bureaus, divisions, and offices of the Department of Agriculture, respecting the value of the personal services in the Department of each person serving under them, and filed with the Appointment Clerk for the Chief Clerk of the Department, shall be the basis of all promotions, demotions, and continuations on the rolls of the Department.

SEC. 5. The following shall be the form of efficiency report to be used in the Department of Agriculture:

UNITED STATES DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY,
WASHINGTON, D. C., 189 .

TO THE CHIEF OF THE

You are directed to report upon the following-named person, as the questions herein propounded may require, and to file the report with the Appointment Clerk for the Chief Clerk.

J. STERLING MORTON,

Secretary.

EFFICIENCY REPORT.

M..... is employed under your supervision. This person's salary is \$..... per annum.

Upon what character of work is this person generally employed? Is it clerical? Supervisory? Routine? Is it of a varied and exceptional character? Does it involve original thought, consideration, or investigation? If it is skilled labor, state the kind, and whether it is supervisory or routine. If it is that of messenger, watchman, charwoman, or mere laborer, state the fact.

How high on a scale of 10 do you rate the quality of this person's work?

How high on a scale of 10 do you rate the quantity of work per month done by this person?

How high on a scale of 10 do you rate the punctuality of this person?

How high on a scale of 10 do you rate the deportment of this person?

How many days absent from duty on account of sickness during the six months last past?

How many days absent from duty otherwise than on account of sickness during the six months last past? On account of annual leave? Without leave? Furloughed?

Does this person show, in your opinion, any special fitness for work of a higher intellectual character than that to which assigned?

Have you any further statement to make respecting this person? If so, make it here

(Signed)

No. Chief of the

(MEMORANDUM RESPECTING THIS PERSON, COMPILED FROM THE RECORDS OF THE DEPARTMENT.)

First appointed 18 .., at a salary of \$ per annum

Classified Civil Service Record :

SEC. 6. An examination into the relative efficiency of employees, as shown by the efficiency record hereinbefore provided for, and such further tests as the Commission may deem necessary, shall constitute an examination for promotion from one class to another class. No person, except as herein provided, shall be eligible for promotion until he shall have passed such an examination.

SEC. 7. Examinations for promotion from one grade to another grade shall be conducted by the Board of Promotion Examiners at such times as may be fixed by the Commission.

SEC. 8. Efficiency reports shall be called for by the Chief Clerk immediately before the termination of the first half of the fiscal year, and also immediately before the termination of the fiscal year, and may be called for at such other times as the interests of the Department seem to require.

JOHN R. PROCTER,

President Civil Service Commission.

Approved, December 1, 1896.

J. STERLING MORTON,

Secretary of Agriculture.



